

BORDER REGION MHMR COMMUNITY CENTER

January 7, 2008

JOB ANNOUNCEMENT BULLETIN

1500 PAPPAS ST.\P.O.BOX 1835 LAREDO, TEXAS 78041

TEL: (956) 794-3045\FAX: (956) 794-3120

APPLICATIONS ARE TAKEN AT THE HUMAN RESOURCE OFFICE

MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF

9:00 AM-12:00 PM & 1:00 PM- 4:00 PM.

BRMHMRCC has a commitment to the principle of diversity. We welcome applications from all individuals. Women, minorities and individuals with disabilities are encouraged to apply. Employment opportunities shall be available to a qualified individual with a disability who requires a reasonable accommodation. Requests for reasonable accommodation should be communicated by the applicant-employee. **All applicants upon remitting the application must provide proof of a driver's license, social security card, Selective Service Card and your educational achievements-transcripts.** An application for Employment must be completed to be considered for a posted position. **RESUMES ARE NOT ACCEPTED IN LIEU OF APPLICATIONS. All applicants meeting minimum requirements will receive consideration; however, not all applications may receive interviews.** All applicants for Therapist Tech positions must have evidence of completion of the Adult Basic Learning Examination Test (ABLE). This test will be administered by Human Resources on designated testing dates. A transcript from an accredited college or university showing completion of twelve (12) semester hours will be accepted in lieu of the ABLE test. BRMHMRCC is a drug free work place. **Before employment,** all successful applicants will be **required** to take and pass a drug test, which detects the presence of several types of drugs. Convictions related to any sexual offenses, drug related offenses, murder, theft, assault, battery or any other crime involving personal injury or threat to another person may make you ineligible for employment in positions in direct contact with individuals served by the BRMHMRCC. Falsification of the application for employment is grounds for dismissal, if employed. Conviction clearance must be received prior to direct contact employees reporting to the workstation. All new employees must satisfactorily complete New Employee Orientation training prior to reporting to the workstation. BRMHMRCC is an Equal Employment Opportunity-Affirmative Action Employer.

PERMANENT POSTING LISTED BELOW

PERMANENT POSITIONS **ARE NOT ALWAYS AVAILABLE**

THERAPIST TECHNICIAN I SALARY: \$7.45\HR.

For any position that may be available (Group Homes or any other department)

MINIMUM QUALIFICATIONS

Graduation from an accredited high school or GED. Applicants will be required to take and pass the Adult Basic Learning Examination (ABLE) test. Applicants who have successfully completed 12 hours of college will be exempt from taking this exam. Transcript required for proof of these hours.

SOCIAL SERVICES WORKER SALARY: \$2,669.00\MO.

For any position that may be available (CAPS, M.H\M.R.Services, Service Access, ACT)

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in social work, psychology, sociology, Counseling, Educational Psychology, Rehabilitation, Special Education, Early Childhood Education/Intervention, Gerontology, Nursing, Medicine, Human Growth & Development, and Physician Assistant.

MENTAL HEALTH SERVICES

SOCIAL SERVICE WORKER I (ABHU)

Salary: \$2,669.00\mo.

Work site: LAREDO, TX

Opened: 01/07/08

Closed: Until filled

Posting#: 12/0207

Ref# 08-019

Position# 363

DUTIES AND RESPONSIBILITIES

Performs moderately complex social service work. Work involves collecting, preparing, and reviewing and case data used to determine client eligibility for financial, medical, and/or social services. Works primarily with Service Level 1 consumers. May supervise the work of others. Work under limited supervision with considerable for the use on initiative and independent judgment.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in social work, psychology, sociology, Counseling, Educational Psychology, Rehabilitation, Special Education, Early Childhood Education/Intervention, Gerontology, Nursing, Medicine, Human Growth & Development, and Physician Assistant.

PREFERRED QUALIFICATIONS

Knowledge of the principles, methods, techniques and practices of mental health assessments and intervention; of function of social service or treatment facility, of community resources; of mental illness and emotional components of physical illness; and of the functioning of MHMR inpatient facilities. Skill in interviewing, ability to communicate effectively; to assess client needs; to coordinate client services, to develop plans of treatment, and work independently as well as a team. Ability to travel and work flexible hours.

SOCIAL SERVICE WORKER I

(CRISIS REDESIGN PROJECT –MCOT)

(CAPS & ZAPATA CO. 1-POSITION)

(MENTAL HEALTH SERVICES – 2 POSITIONS)

Salary: \$2,669.00\mo.

Work site: LAREDO& ZAPATA, TX

Opened: 12/13/07

Closed: Until filled

Posting#: 12-0607/12-0507

Ref# 08-024/08-025

Position# 541/542/543

DUTIES AND RESPONSIBILITIES

Performs moderately complex social service work. Is responsible for crisis screening, assessment, crisis intervention, crisis follow-up and relapse prevention to be completed at the center and/or wherever applicable. The SSW is also responsible for performing intake assessments which include coordinating and linking to meet treatment goals. Completes all relevant assessment documents, to include the TRAG Uniform Assessment, and submits the information in a timely manner. The SSW performs other tasks as assigned. Reports directly to the Program Manager. Works under limited supervision with considerable latitude for the use on initiative and independent judgment.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in social work, psychology, sociology, Counseling, Educational Psychology, Rehabilitation, Special Education, Early Childhood Education/Intervention, Gerontology, Nursing, Medicine, Human Growth & Development, and Physician Assistant.

PREFERRED QUALIFICATIONS

Knowledge of the principles, methods, techniques and practices of mental health assessments and intervention; of function of social service or treatment facility, of community resources; of mental illness and emotional components of physical illness; and of the functioning of MHMR inpatient facilities. Skill in interviewing, ability to communicate effectively; to assess client needs; to coordinate client services, to develop plans of treatment, and work independently as well as a team. Ability to travel and work flexible hours.

REGISTERED NURSE III (ABHU\ACT-SP 3)

Salary: \$2,925.00-\$3,309.00\MO. Work site: LAREDO, TX
Opened: 10/05/07 Closed: UNTIL FILLED
Posting#: 10-0107 Ref# 08-010 Position# 117

DUTIES AND RESPONSIBILITIES

This position performs advances complex work necessary for the execution of the Rehabilitation Provider Treatment Plan. Work involves assisting a consumer with the identification and management of symptoms of mental illness. Provider psychiatric nursing care and community based opportunities to acquire or improve skills in such areas such as: medication administration, monitoring of efficacy of medication, monitoring the side effects of medication, health education, nutrition, problem-solving, accessing services, and the development of support system. Duties are performed as recommended, prescribed or referred and approved by medical and other professional personnel. Work under the MH Director for administrative supervision and under the Director of Nurses for clinical supervision.

MINIMUM QUALIFICATIONS

Licensed through the TSBNE as a RN, plus two years of work experience in a recognized agency, hospital, or health care facility. Education or experience in working with mental health population and knowledge of diagnostic categories of Depression, Bi-polar and Schizophrenia.

PREFERRED QUALIFICATIONS

Working knowledge of professional nursing techniques and procedures as applied to specific populations. Skills in using computer and internet. Ability to apply professional nursing skills, techniques and methods; to communicate effectively both orally and in writing; to plan and exercise good judgment, to establish relationships with consumers; medical staff and others.

PROGRAM SPECIALIST V (LPHA-SERVICE ACCESS)

Salary: \$3,630.00-\$4,380\MO. Work site: LAREDO, TX
Opened: 02/05/07 Closed: UNTIL FILLED
Posting#: 05-1106 Ref# 06-070 Position# 134

DUTIES AND RESPONSIBILITIES

The Authorization Specialist is responsible for treatment plan authorization\reviews, utilization management reviews and diagnostic assessments\reviews. They will also be required to complete intakes and crisis intervention needed. Intakes and assessments are to be completed at the Center and\or wherever applicable. The Authorization Specialist submits all required information and documentation in a timely\manner. He\She may perform supervisory duties when needed to include clinical supervision. He\She reports directly to the Clinical Supervisor of Service Assess.

MINIMUM QUALIFICATIONS

Bachelor's degree in human behavior, plus five years of related work experience. Must be licensed Practitioner of the Healing Arts (Licensed Professional Counselor, LMSW-ACP, and LMFT). One year (18-25 semester hours) of graduate level from an accredited university in a related field may substitute for the required work experience on a year for year basis.

PREFERRED QUALIFICATIONS

Masters degree in Behavioral Science or related field. Must have knowledge of his principles, methods, techniques and practices of Mental Health assessments and intervention. Prefer experience in the use of DSM-IV. Must have knowledge of mental illness and emotional components of physical illness. Knowledge in working with children and adolescent in an in-patient or outpatient facility. Able to communicate effectively in English and Spanish. Able to complete diagnostic interview and render DSM-IV diagnostic to include GAF. Knowledge and practical application of MH Community Standards specified to program assignment.

PROGRAM SPECIALIST I-III (LPHA-CAPS)

Salary: \$3,016.00-\$3,412.00\MO. Work site: LAREDO, TX
Opened: 03/15/06 Closed: UNTIL FILLED
Posting#:03-0206 Ref# - Position# 306

DUTIES AND RESPONSIBILITIES

The LPHA is responsible for treatment plan authorization\reviews, utilization management reviews and diagnostic assessments\reviews. The will also be required to complete intakes and crisis interventions as needed. Intakes and assessments are to be completed at the Center and wherever applicable. The LPHA submits all required information and documentation in a timely manner. The person may perform some supervisory and on-call duties. At times, as needed, may travel to outreach centers to perform initial assessment. Consult with the program doctor on difficult cases. May be required to perform CBT trainings on as needed basis. Reports directly to the CAPS Program Director.

MINIMUM QUALIFICATIONS

Program Specialist I- Bachelor's degree in human behavior, plus one year of related work experience. Licensure as a Licensed Professional Counselor by Texas State Board of Examiners of Professional Counselors. One year (18-25 semester hours) of graduate level from an accredited university in a related field may substitute for the required work experience on a year for year basis.

Program Specialist II- Bachelor's degree in human behavior, plus two years of related work experience. Licensure as a Licensed Professional Counselor by Texas State Board of Examiners of Professional Counselors. One year (18-25 semester hours) of graduate level from an accredited university in a related field may substitute for the required work experience on a year for year basis.

Program Specialist III- Bachelor's degree in human behavior, plus three years of related work experience. Licensure as a Licensed Professional Counselor by Texas State Board of Examiners of Professional Counselors. One year (18-25 semester hours) of graduate level from an accredited university in a related field may substitute for the required work experience on a year for year basis.

PREFERRED QUALIFICATIONS

Masters degree in Behavioral Science or related field. Must have knowledge of his principles, methods, techniques and practices of Mental Health assessments and intervention. Prefer experience in the use of DSM-IV. Must have knowledge of mental illness and emotional components of physical illness. Knowledge in working with children and adolescent in an in-patient or outpatient facility. Able to communicate effectively in English and Spanish. Able to complete diagnostic interview and render DSM-IV diagnostic to include GAF. Knowledge and practical application of MH Community Standards specified to program assignment.

MENTAL RETARDATION SERVICES

THERAPIST TECHNICIAN I (HCS/AHP)

Salary: \$7.45\HR.

Work site: LAREDO, TX

Opened: 01/07/08

Closed: Until filled

Posting#: 10-0607/10-0507/10-0407

Ref#08-01308-014/08-015

Position# 177/103/506

DUTIES AND RESPONSIBILITIES

The Therapist Tech I is responsible for direct care supervision and trains consumers in the areas of socialization, independent living skills, communication skills, community awareness, recreation, and pre-vocational skills. These skills are provided on-site, at the consumer's home, or at community locations. Therapist must be able to identify the needs of consumers so that training strategies can be established. Works under general supervision with limited freedom for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school or GED. Applicants will be required to take and pass the Adult Basic Learning Examination (ABLE) test. Applicants who have successfully completed 12 hours of college will be exempt from taking this exam. Transcript required for proof of these hours.

PREFERRED QUALIFICATIONS

Ability to organize time, work independently, keep accurate records/statistics. Must be physically and mentally capable of performing assigned duties. Must be able to work under stress. Ability to communicate effectively with staff/parents. Ability to perform simple or routine duties without supervision/make simple decisions.

THERAPIST TECHNICIAN I (ZAPATA CO.-HCS)

Salary: \$7.45\HR.

Work site: ZAPATA, TX

Opened: 12/28/07

Closed: Until filled

Posting#: 12-0807

Ref# --

Position# 300

DUTIES AND RESPONSIBILITIES

The Therapist Tech I is responsible for direct care supervision and trains consumers in the areas of socialization, independent living skills, communication skills, community awareness, recreation, and pre-vocational skills. These skills are provided on-site, at the consumer's home, or at community locations. Therapist must be able to identify the needs of consumers so that training strategies can be established. Works under general supervision of the Starr Co. Supervisor with limited freedom for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school or GED. Applicants will be required to take and pass the Adult Basic Learning Examination (ABLE) test. Applicants who have successfully completed 12 hours of college will be exempt from taking this exam. Transcript required for proof of these hours.

PREFERRED QUALIFICATIONS

Ability to organize time, work independently, keep accurate records/statistics. Must be physically and mentally capable of performing assigned duties. Must be able to work under stress. Ability to communicate effectively with staff/parents. Ability to perform simple or routine duties without supervision/make simple decisions.

**ADMINISTRATIVE TECHNICIAN IV
(MR PROVIDER'S SUPERVISOR)**

Salary: \$2,749.00-\$2,925.00/mo.

Work site: LAREDO, TX

Opened: 09/10/07

Closed: Until filled

Posting#: 09-0407

Ref# 08-003

Position# 519

DUTIES AND RESPONSIBILITIES

AHP Supervisor assures the provision of services to consumers referred to BRMHMR provider's services for Day Habilitation, Supported Employment, Community Support and Respite Services for General Revenue, HCS, TxHml Programs. Supervisor is under the direct supervision of the MR Director. Essential tasks/responsibilities include. Reviews and approves all Billing records, Services Records, Monthly/Weekly schedules and Treatment Plan (SPO's) Supervisor assists MR Director in QM audits and any reports requested. Supervisor will provide direct care service when needed.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school or GED, plus four (4) years of work experience. Experience in exercising leadership/able to make simple decisions.

PREFERRED QUALIFICATIONS

Ability to organize time, work independently, keep accurate records/statistics. Must be physically and mentally capable of performing assigned duties. Must be able to work under stress. Ability to communicate effectively with staff/parents. Ability to perform simple or routine duties exercising leadership without close supervision/make simple decisions.

CASE MANAGER III (QMRP ASSISTANT)

Salary: \$2,669.00-\$2,925.00/mo.

Work site: LAREDO, TX

Opened: 08/31/07

Closed: Until filled

Posting#: 08-0707

Ref# 07-072

Position# 379

DUTIES AND RESPONSIBILITIES

The QMRP Assistant reports directly to the MR Director and has responsibility for the following overall areas: Coordination and monitoring of each consumer's active treatment plan, which includes the implementation of Admission Staffing, miscellaneous/general staffing, and Quarterly Reviews, advocating for each consumer's human rights, actively, actively participating in management meetings, documentation of a wide variety of related topics, ensuring timely entry of care and miscellaneous data into computer records, and keeping the assigned home(s) in a safe and continuously ready state for ICF-MR surveys.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in social work, psychology, sociology, Counseling, Educational Psychology, Rehabilitation, Special Education, Early Childhood Education/Intervention, Gerontology, Nursing, Medicine, Human Growth & Development, and Physician Assistant, plus one year of related work experience.

PREFERRED QUALIFICATIONS

Thorough knowledge of ICF-MR principles and Guidelines, bilingual in English and Spanish, first hand knowledge in the preparation for an experience with ICF-MR surveys, superb prioritizing ability, good communication skills (oral and writing), good work processor knowledge (Word), ability to function effectively in stressful situations, ability to work with peers in team effort, ability to flex one's energy according to needs. Ability to lean and implement the Quality Assurance Improvement system (QAIS), good organizing skills, and strong ability to coordinating Interdisciplinary Teams (IDT) in the provision of active treatment plans.